

**ORGANIZATION:** City of Newport  
**DEPARTMENT:** Public Works

**LOCATION:** Newport, Oregon  
**DATE:** January 2014

**JOB TITLE:** Plant Operator (I, II, III, Senior) - Water Treatment

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**PURPOSE OF POSITION:**

Under the supervision of the Water Supervisor, the Plant Operator position in the Water Treatment Division primarily operates, maintains, and repairs water supply and treatment facilities. Produces an uninterrupted supply of safe and high quality drinking water. Ensure water is free from disease causing organisms and toxic substances.

**JOB CLASSIFICATION RANGES:**

Plant Operator I – Range 8  
Plant Operator II – Range 9  
Plant Operator III – Range 10  
Senior Plant Operator – Range 11

This position is non-exempt and is part of the Newport Employee's Association organized labor agreement.

**ESSENTIAL JOB DUTIES:**

- Monitor and evaluate treatment process from raw water to the final product-finished water. Make adjustments as directed.
- Check pump stations as needed/required.
- Operate water treatment facilities.
- Control the flow to, through, and from the treatment plant within prescribed governmental guidelines.
- Monitor, operate and adjust repair pumps, valves, motors, blowers, and samplers.
- Adjust and alter chemical treatment of plant process as required.
- Perform safety/security procedures related to chemical handling, confined spaces, electrical hazards, fire safety, lockout/tagout, personnel protective equipment, reservoir/watershed, protection and security.
- Oil, grease, and replace parts. Clean equipment.
- Occasionally performs heavy manual labor, including shoveling, hauling, and lifting, in emergency situations.
- Perform maintenance and care of vehicles.
- Check fire extinguishers monthly.
- Troubleshoot, maintain and repair electrical and mechanical equipment throughout plant.
- Monitor variations in control panels.
- Interpret meter/gauge readings and test results.
- Monitor, adjust and operate valves and gates both remotely and locally.
- Assess changes and anomalies and determine what action or process change might be required.
- Calibrate equipment needed for testing and maintaining calibration logs.
- Enter data and perform bookkeeping.
- Create forms for recordkeeping.
- Create logs for equipment maintenance, service and repair, vehicle condition, land application, laboratory results, daily plant condition, daily pump station meter readings and plant historical data.
- Generate reports for internal and City hall use.
- Generate mandated reports to regulating agencies.
- Develop and maintain a positive working relationship with colleagues, supervisors, clients and others.

**JOB QUALIFICATION REQUIREMENTS:**

**SPECIAL REQUIREMENTS/LICENSES**

- Possession of a valid Oregon driver's license.
- Flagger and forklift course completion document within six months of hire.
- First Aid/CPR within one year of hire.

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*This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

- Other certifications as required by position classification.

**KNOWLEDGE:**

- Knowledge of general principles in water treatment.
- Knowledge of occupational hazard and effective/proper safety standards, practices and procedures related to equipment operation, heavy labor, and the use of hand and power tools and equipment.
- Familiarity with the operations, materials, methods, techniques, and the Federal and State guidelines used in water distribution and treatment.
- Knowledge of hydraulic principles, basic microbiology, math and basic chemistry.

**SKILLS:**

- Skill in the use of personal computers, various related software programs including SCADA,, standard office equipment, and hand and power tools.

**ABILITIES:**

- Ability to establish and maintain an effective working relationship with City management, employees, Council members, other entities, and the general public.
- Ability to write work reports and maintain records and logs; read and interpret technical manuals, work orders, blueprints, diagrams, and sketches;
- Ability to communicate effectively, both orally and in writing, with individuals and groups.
- Physical ability to perform the essential job functions.

**MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:**

**Plant Operator I**

- High School Diploma or GED
- Minimum 1 year experience in related field
- 2 year Associates Degree in Water Treatment or equivalent field
- **Oregon Water Treatment Level I certification within one year.**

**Plant Operator II**

- High School Diploma or GED
- Minimum 2 years experience as a Plant Operator I in water treatment. (3 years total experience)
- **Oregon Water Treatment Level II**
- Flagger Training and Certification
- Consistent availability and response to after-hours emergency call-back
- 3 CEU or equivalent classroom hours in water treatment operation and/or maintenance within the last 5 years
- Confined Space entrant and attendant training
- Proficiency in routine vehicle maintenance, service, and refueling
- Demonstrated knowledge of personal protective equipment (PPE) application, use, and care
- Understanding and proficiency of radio communication protocol
- Computer proficiency

**Plant Operator III**

- Educational and Experience requirements of Plant Operator II position and the following:
- 4 years experience as a Plant Operator II (7 years total experience)
  - Credit for up to 2 years of experience for equivalent time of education at college, trade or technical school in related subject.

- +4 CEU or equivalent classroom hours in water treatment operation and/or maintenance within the last 5 years
- **Oregon Water Treatment Level III**

**Senior Plant Operator**

- Educational and Experience requirements of Plant Operator III position and the following:
- 7 years experience as a Plant Operator II or III (10 years total experience)
  - Credit for up to 2 years of experience for equivalent time of education at college, trade or technical school in related subject.
- Demonstrated proficiency in management of division personnel and equipment
- Demonstrated proficiency in budgeting and purchasing
- Knowledge of public contracting and purchasing laws; state and federal laws regarding employee rights; standard personnel rules, regulations and policies.

**PHYSICAL DEMANDS OF POSITION:**

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to thirty (30) pounds and occasionally lift or move materials up to one-hundred (100) pounds. The position requires the ability to operate a motorized vehicle. Manual dexterity and coordination are required about 90% of the work period while operating equipment such as computers, keyboards, telephones, standard office equipment, maintenance equipment, and motorized vehicles. Physical exertion may be required to move heavy objects, crawl through tight spaces, and kneel in confined areas. Physical effort may be required to perform heavy manual labor in confined/cramped spaces or uncomfortable conditions, climb ladders, bend, reach, and stand for long periods of time.

**WORKING CONDITIONS/WORK ENVIRONMENT:**

Work location is primarily indoors where most of work period occurs under plant conditions and may involve exposure to loud noise, offensive smell, dust, heavy machinery, chemicals, and fumes. Employees in this position are exposed to the risk of physical harm from hazards, including excessive noise, chemicals, fumes, heavy equipment, and hand and power tools.

Employee will wear proper protective equipment in compliance with OSHA standards to include: safety glasses, hearing protection, gloves, hard hat, reflective vests and respirators when and where recommended/required. Subject to 24-hour call back for emergencies.

**SIGNATURES:**

*This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.*

_____ Incumbent Name	_____ Incumbent Signature	_____ Date
_____ Supervisor Name	_____ Supervisor Signature	_____ Date

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